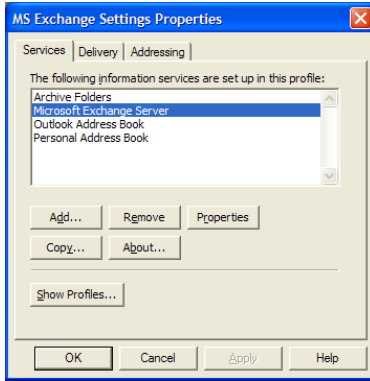**Move Your Personal Address Book Listing To The Top Of The List**
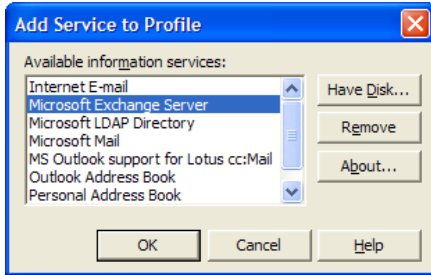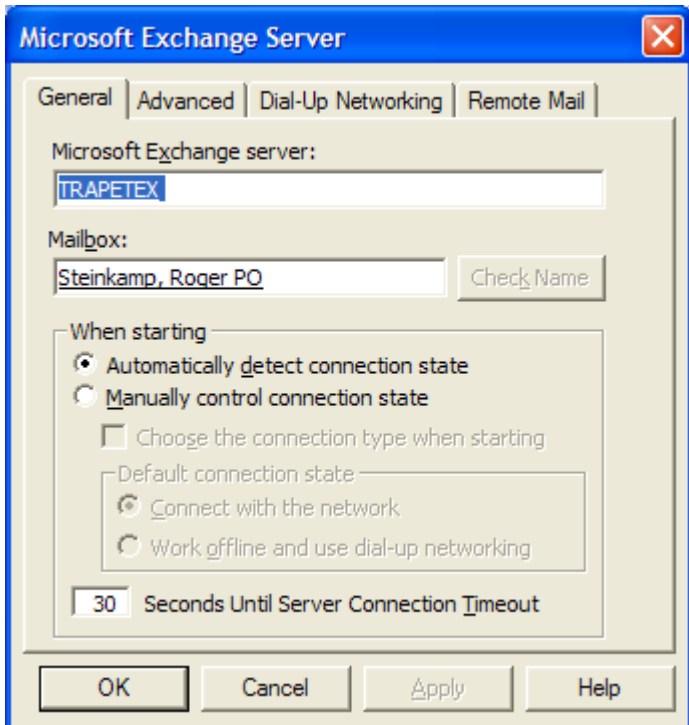
Word of Caution: If you are at all uneasy about making changes to your Outlook profile, it is suggested you perform these steps with a system administrator or someone else who has performed this function. Although you cannot lose any e-mail from performing these steps, you do stand a chance of "disconnecting" your user account from your e-mail. If this occurs, contact a System Administrator or the IRC for assistance.

Move your Personal Address Book Listing

This job aid will help you move your personal address book from the bottom of the Address book list to the top, just above the Global Address List.

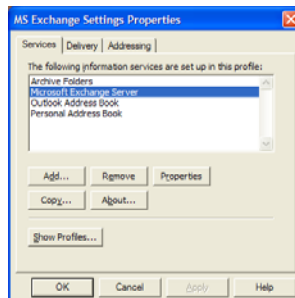| Step	Action
1.	Close **Outlook**.
2.	Right-click the **Outlook Icon** on your desktop and select Properties.
3.	In the Information Services area of the window, click once on **Microsoft Exchange Server** to highlight it.
4.	Click the **Properties** button.
5.	Click the **Advanced** tab.
6.	<table><tr><td>**If**</td><td>**Then…**</td></tr><tr><td>There are entries in the "open these additional mailboxes" field of the window…</td><td>Write down the name of the mailboxes. You will have to reconnect to them later. Go to the next step.</td></tr><tr><td>There are no entries in the "open these additional mailboxes" field of the window…</td><td>Move on to the next step.</td></tr></table>

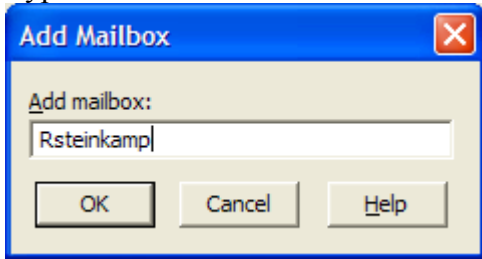|	
7.	Click the **Cancel** button.
8.	With Microsoft Exchange Server still highlighted, click the **Remove** button.
9.	Click **Yes** to confirm.
10.	Click the **Add** button. The Add Service to Profile dialogue will open.
11.	Click once on **Microsoft Exchange Server** to highlight it.
12.	Click the **OK** Button. The Microsoft Exchange Server dialogue will open.
13.	Enter "**TRPETEX**" (or your exchange server) in the Microsoft Exchange Server field.
14.	Enter your **User Name** in the Mailbox field. (The same name you use to sign onto the workstation.)
15.	Click the **Check Name** button. Your full name should appear and be underlined.

16.	If	Then…
	Your full name appears…	Continue with the next step.
	You get an error that the name could not be resolved…	Check the spelling of the Exchange server and your user name to insure they are correct.

17.	Click the **OK** button.

18.	If	Then…
	In step 6 you wrote down the names of additional mailboxes to open…	Proceed to the section of this job aid labeled "Opening Additional Mailboxes".
	In Step 6 you did not write down the names of additional mailboxes to open…	Click the OK button to close the MS Exchange Settings window. You're finished.

Opening Additional Mailboxes

This job aid will show you how open additional mailboxes from your MS Outlook profile.

Step	Action
1.	Close **Outlook**.
2.	Right-click the **Outlook Icon** on your desktop and select Properties. The MS Exchange Settings Properties window will open.
3.	In the Information Services area of the window, click once on **Microsoft Exchange Server** to highlight it.

4.	Click the **Properties** button.
5.	Click the **Advanced** tab.
6.	Click the **Add** button.
7.	Type in the **User Name** of the mailbox you want to open. **Add Mailbox** Add mailbox: Rsteinkamp OK Cancel Help
8.	Click the OK button.
9.	<table><tr><td>**If**</td><td>**Then…**</td></tr><tr><td>You get an error that the name cannot be resolved…</td><td>Be certain you are typing the name correctly. It must be spelled exactly as the user would sign onto a workstation.</td></tr><tr><td>There are no errors…</td><td>The name should have appeared in the Mailboxes field.</td></tr></table>
10.	Click **OK** to close the Exchange Server dialogue box.
11.	Click **OK** again to close the MS Exchange Properties window.